



**DELAWARE WORKFORCE DEVELOPMENT BOARD**  
**Fox Valley Annex**  
**Executive Committee Meeting**  
**September 20, 2016**

**MINUTES**

**Attendees:** Chairman-Gary Stockbridge, Eileen Michelinie, Rachel Turney, Diane Brooks, Jeffrey M. Bross, John A. Chrzanowski, George Krupanski (phone), Daniel Madrid, Lori A. Reeder, Honorable Patrice Gilliam-Johnson, Stacy Laing, Michael Watson, Victoria Counihan, Wanda Holifield, Robin McKinney-Newman and Bill Potter.

**Gary Stockbridge** welcomed everyone to the meeting and started off with Bill and the board congratulating Robin McKinney-Newman as the new Deputy Director of the Workforce Development Board. The board is looking forward to working with Robin as a team.

**John C.** made a motion to amend the agenda to add Pathways, it was seconded by.....

**Approval of Minutes:** Jeff Bross made a motion to approve the minutes and seconded by John Chrzanowski Minutes approved.

**Committee Reports**

**Mike Watson-DOE Pathways:** Reviewed the Strategic Plan; he said it is ready it to the board for adoption.

**Gary Stockbridge**-based on the recommendations of the co-chairs, and the pathways committee that we would vote on the adoption of the Strategic Plan. It has been posted on the website for quite some time with plenty of time to review. A motion was made by Mike Watson to adopt the Pathways Strategic Plan as the formal document for Delaware, seconded by Motioned carried. Bill Potter will be taking the plan to the full board for recommended plan based on the Executive Committee vote. **Mike Watson** reviewed other updates regarding new career pathways that were submitted to the school districts. The Pathways team will be going to Washington, DC on the JPMChase Grant, with the opportunity to receive up to \$2M dollars from JPMorgan and CCS to continue Pathways work. Delaware continues to be praised nationally about the work that we are doing in Pathways and we are excited about the opportunity. **Stacey Laing:** DET received an Apprenticeship Planning Grant from the Federal Government that will fund additional registered apprenticeships and different occupations that we don't currently utilize that will help market and expand and weave in to the pathways work, and we can do some work on pre-apprenticeship. This grant will sustain this effort for about 18 months.

**Gary Stockbridge:** On the pathways, the Governors level they have been working on a pathways steering committee at a higher level and a month ago, by exe order, a team name was established. That team is getting established and we take directions from that team and support the direction on an ongoing basis. Mark Brainard will be the chair of that committee. It's coming together and it will help bridge administrations but more to come on that. I think it's a good thing that will helpful in terms of to keep focused on pathways work.

**Jeff Bross Performance measures:** Reviewed the Quarterly Report Performance Measures. As of June 30, We are not doing as well as I would hope we would but are really close. Looking at the

Retention rate, we are meeting the negotiate performance level, the good news is we meet all the minimums and we consistently meet all the minimums; however, the retention rate for Adults, we are really close. The average earnings for the dislocated worker, which is surprising, we are able to be as close as we are because that's always been the challenge. **Lori Reeder** said that as far as the average earning for dislocated worker, we are going up. **Gary Stockbridge** asked about the future measures and the timing? **Lori Reeder** said they are still testing the federal system and we should hear something by mid or late November.

**George Krupanski Youth Council:** We have had two meetings since our last board meeting and both were focused on Pathways; what we can support in terms of resources and what would the long term effects would be. I think the Council felt that Pathways Strategic Plan is a very good document and we're moving in the right direction and making a real impact. We discussed that most of the work is focused on in-school students and what happens to those students that are out of school? Is there a way some of those out-of-school students might benefit from some of the structure or resources that get put into play in a nontraditional way. In addition, how can we align our providers with the services we offer? How can we pick up on some of the things that pathways may not necessarily address? The WIOA funds- 75 percent goes to the out of school youths and 25 percent goes to the ISY. It appears the focus should be on the out of school youth; therefore, shouldn't we just give the 25 percent to the DOE? From a cost effective stand point, why are we having two different departments working on the same kids (in school youth)?

**Patrice Gilliam Johnson:** There have been other individuals who have raised that same concern about that money going to DOE as oppose to it just being a part of the DOE budget so I think there's room for us to have conversations.

**George Krupanski Youth Council:** We don't have any answers at this moment but we should have pathways on the agenda at every meeting that we have. We will continue to look at that.

**Eileen Michelinie:** We can take the 100 percent and allocate it to the out of school.

**Bill Potter:** We will talk about that in our strategic planning meeting and the board will have to make that decision.

**Proposal Review & Certification Committee:** John C. stated they did not have a report due to not meeting in the last quarter. **Bill Potter** advised the board that Robin McKinney-Newman will be leading a Provider Forum on September 28 to update the ITA providers on reporting and how to fill out forms correctly and answering any questions the providers may have and also to reinforce the idea that performance measures are everything.

**Diane Brooks:** This month I have two sets of reports. She reviewed the Financial Report for June and July; the June budget finished under budget due to Gwen leaving. DET also finished under budget. The final Blue Collar collection was \$3,467,046. ITA 95 percent which is right at our budget and the Contractors 83 percent; however they still have four months to close out their accounts. July report: We received a Blue Collar collection of \$836,000 in August and that amount is down from last year's collection.

**Jeff Boss:** Do you have match or carry over funds? **Diane Brooks:** We do not have match; however, we do have carryover.

**Gary Stockbridge: Chairman Report:** Gary Stockbridge discussed the strategic planning and felt the strategic plan should not be the same as we always did it. This year we will work toward one plan due in April and use the board to give guidance in October. We have broadened the strategic planning team and members of the executive committee are welcome to join this team. Today we will be kicking off this team and we will also interview a consultant with, a high level content concerning the law, and structure our strategic planning process and address all the needs of the strategic plan and we think the strategic planning may indicate a lot of changes of how we as a board operates and how the DOL operates so we want this person guiding our strategic planning effort to have a strong process redesign because we think with all the partners that could be a good piece of process redesign work that comes out of this like how do we all work together when we didn't before, do all the

systems support that working together and does everything align with what we want in the future. We have three interviews with Accenture, PA Consulting, and Maher and Maher to help guide us through the strategic planning process. The Strategic Planning Steering Committee consists of Secretary Gilliam-Johnson, Secretary Rita Landgraf, Gary Stockbridge, Michelle Taylor, Paul Herdsman, Stacey Laing and Bill Potter. Stephen Godowsky removed himself due to scheduling conflicts. We will replace him with someone shortly on the education side.

The board discussed the new transition of the new Governor and how it may affect the board. From a strategic standpoint, what we should try to do is have someone familiar with our operation on the transition team. The hope is provide an opportunity for them to adopt as much as possible of what we put together and to focus on doing our strategic planning in a way on mostly what the law and requirements that we have to get done and how we have to operate going forward.

**Gary Stockbridge-Dashboard:** Gary Stockbridge and Bill Potter reviewed the dashboard and noted how we are off to a good start with tracking our cross partner referrals. Gary stated he was interested in having an ongoing survey in our one stops this continued survey will allow us to measure when things change. **Bill Potter** spoke about the new regulations- USDOL released the new regulations and we are reviewing them line by line, page by page. The state plan rewrite-is completed pending the June 30 submission. Also, we are investing a lot of money in skill training and education with the colleges and universities. The top three are Wilmington University with \$638K, University of Delaware, \$113K, and Delaware Tech at \$490K. We are spending much more than any other provider. Looking at the performance measures every month, the numbers are going down for the last couple of meetings.

**Bill Potter-By laws Review:** Victoria and I sat down to review the by-laws and I will send everyone what the changes will be. There are technical points we need to clear but we are reviewing all the governing documents to make sure we are where we suppose be. Everyone will have time to review the changes before they come to a vote. There are two big things, Gary suggested that we get the committees out of the by-laws and we can have as many committees as we want and the board has to give its authority to the Executive Committee to make decisions between meetings. Rather than list our standing committees, we want to give the executive committee the authority to create standing committees.

**Gary Stockbridge:** We need to be thinking about where we are going with the strategic planning and who will present at the meeting. We need to get a list of potential presentations. If anyone has any ideas, please forward them to Bill.

**Old Business:** No old news to report.

**Bill Potter-New Business:** The DWDB goal is to be up to 100% with staffing by December, DET will be forwarding survey data information in about a week or so, the annual report is due by October 3, I would like to thank DET for helping us with the Return on Investment data for the Feds.

**Gary Stockbridge:** The business round table's new growth agenda they just developed and published; the growth agenda and where it's focusing are on economic development and are relevant and probably where we ought to be training.

#### **Robin McKinney-Neman-Provider Focus Group Results:**

The Delaware Workforce Development Board hosted a Focus Group on August 30, 2016 with a select cohort of providers to answer a few questions. The main question was, "How can we help you earn more funding dollars?" Five questions were asked; 1. What are you doing differently in 2016? The responses received were; changes in ownership, revamping processes, holding clients to higher standards. 2. Are fewer people seeking training in general? The responses were; No-in most cases, self-pay admissions are actually up for some, a lot of qualified candidates are going to 2 & 4 Year schools. 3. Why are you receiving less DOL enrollees? The responses were; the sense of urgency isn't there, at one time there was a fast track for training, candidates are dropping off during the approval process and the halt in funding. 4. Is there something DWDB can do to facilitate you getting more clients? The responses were; Provider fails to allow clients and staff an opportunity to learn

more about the providers and what they have to offer, creating a client flow chart to show where the clients are in the process at any given time, choices booklet-DVR 1 page summary of program services from each provider, mobile friendly forms/paperwork. 5. Are you receiving higher percentage of hard to serve clients? The responses were; Significant increase in ESL clients. After reviewing the Training Costs for Program Year July 1, 2015 – May 31, 2016 there was a decline in this year's allocations versus previous years. The results of the Focus Group will be shared with all approved providers at the annual Provider Forum on September 28<sup>th</sup>, 2016.

**Secretary Gilliam-Johnson:** Looking at retention rates and enrollment rates at the universities and colleges, that's down and generally people tend to think students are more interested in getting more training. It's interesting to see the trainers are thinking that's what's happening and believe people are going to 2-4 year schools. It makes you wonder if there's a portion of the population we just don't know what's happening.

**Jeff Bross** suggested that whenever possible, when provided with feedback from our providers, anything we can do to make them feel like they are being heard and keep them engaged and make them feel like we are supporting them as well. Some of the suggestions we can incorporate in the new ITA manual there's is a link directly to our providers on the webpage.

Meeting adjourned.

#### Executive Session: July 19, 2016

Executive Session Minutes. Mr. William Potter was asked to leave the room and the Board voted to meet in executive session. Gary Stockbridge discussed the qualifications of Mr. Potter to assume the position of Executive Director. Delaware Sec. of Labor Patrice Gilliam Johnson said she expected Mr. Potter would rise to the occasion, but thought the executive director position should be filled via an interview process. She expressed her concerns due to a complaint to the Governor's office along with the recent happenings surrounding the DOL. Several board members expressed concern regarding advertising an appointed position. The discussion continued along those two veins for some time. After the discussion, the group decided they had a consensus and closed the executive session. The board voted to close the executive session.

Mr. Potter was brought back in. The motion was made by Mr. Stockbridge to fill the executive director's position by advertising the position internally for one week and interview a number of applicants. Mr. Potter interrupted and asked if they were going to fill the Deputy Position at the same time. It was the consensus of the executive committee that the Executive Director Position would be filled and then the deputy. Mr. Stock Bridge restate the same motion, it was seconded by Jeff Bross and Approved by the executive Committee.

Meeting Adjourned